



PRIVACY NOTICE

Short-Term Lets Licensing Scheme Mailing List

Who we are

Moray Council, Council Office, High Street, Elgin, Moray, IV30 1BX, moray.gov.uk 01343 543451, is a local authority established under the Local Government etc. (Scotland) Act 1994. We are the data controller of the information being collected.

Why we are collecting your personal information

Under the Civic Government (Scotland) Act 1982 (Licensing of Short-term Lets) Order 2022, the Council is required to establish a short-term lets licensing scheme. If you would like to receive email notifications about the short-term lets licensing scheme, your name, email address, and whether you are a company, charity or agent will be collected so that we can add you to the mailing list.

Our legal basis

Whenever the Council processes personal data we need to make sure we have a legal basis for doing so. We understand the Council's basis in data protection law to be Article 6(1)(a) of the United Kingdom General Data Protection Regulation (UK GDPR) because you have given consent to your personal data being used as outlined in this privacy notice.

Who we share your information with

Your personal data may be shared internally with authorised officers of the Council if having access to personal data is a necessary part of their roles to ensure records are accurate and up to date. It may also be shared with other relevant Council departments where applicable.

The Council may also share your personal data with other relevant Council departments and third parties, where we are under a legal obligation to do so. For example this may be with Police, Social Security Scotland, UK Border Agency or other Registered Professional Bodies.

The Council is required by law to protect public funds against fraud. It may share personal data with other relevant Council departments and third parties responsible for auditing and administering public funds, or who otherwise have responsibility for preventing and detecting fraud.

Your information will be kept within the UK.

How long the information is held for

Your personal data will be securely stored by Moray Council for a pre-determined length of time. Information is only kept for the minimum amount of time necessary. We maintain a record retention schedule which sets out how long we retain different types of personal data. This is available on our website: http://www.moray.gov.uk/moray_standard/page_92820.html (under Section 5 of the Records Management Plan).

This mailing list will be deleted at the end of the process; no personal details will be retained once the mailing list ceases.

Your rights

Moray Council is the Data Controller for this personal data. You have legal rights about the way the Council handles and uses your personal data. These include the right to ask for a copy of it, to ask us to correct it and to ask us to stop doing something with your personal data. You have the right to withdraw consent to your personal data being used for this process. You can do this by contacting shorttermlets@moray.gov.uk

As so far as the legislation permits, you also have the right to request the deletion of your data, and to object to the processing.

For more information about these rights, please see the Information Management pages on the Council's website here: http://www.moray.gov.uk/moray_standard/page_41220.html. Alternatively, email the Council's Data Protection Officer at: dataprotection@moray.gov.uk

You also have the right to make a complaint to the Information Commissioner's Office. They are the body responsible for making sure organisations like the Council handle your personal data lawfully.

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113 Website: <https://ico.org.uk/>